

Connecticut State Department of Education

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**MEMORANDUM**

Division of Educational Programs and Services  
Bureau of Adult Education and Nutrition Programs  
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**TO:** Adult Education Directors  
Federal Funded Grantees  
Cooperating Eligible Entities

**FROM:** Maureen Staggenborg, Chief  
Bureau of Adult Education and Nutrition Programs

**DATE:** February 4, 2004

**SUBJECT:** Adult Education Operational Memorandum # 08-04

- Rescheduled Date Mid-Year Policy Forum – March 5, 2004
- Transition to Postsecondary Education Sharing
- Allowable Use of Federal Funds

- 1. Mid-Year Policy Forum** – The Mid-Year Policy Forum for Directors has been rescheduled for March 5<sup>th</sup> at 1:00 pm at the Connecticut Department of Transportation  
2800 Berlin Turnpike  
Newington  
(860)594-2000

For Directions:

[http://maps.yahoo.com/dd?ed=q6RwnuV.wimo5S0uoVNTGp5Hlm\\_4bITt0VYmKzEKL8jpENc-&csz=&country=US&tcsz=Newington%2C+CT+06111-4113&tcountry=US](http://maps.yahoo.com/dd?ed=q6RwnuV.wimo5S0uoVNTGp5Hlm_4bITt0VYmKzEKL8jpENc-&csz=&country=US&tcsz=Newington%2C+CT+06111-4113&tcountry=US)

**Agenda**

- ED 244 and ED 244A – Changes
- Writing Update
- Workplace Education Initiative Update – Future Direction
- State Leadership/Professional Development for FY 05
- Web-based CDP
- Certification Update
- Adult Education Program Profile (Previously known as the Adult Education SSP)

**2. Transition to Postsecondary Education** - If you recall, at the Policies Forum in September, many of you completed an Adult Education Transition to Postsecondary Education Program Survey. Unfortunately due to the weather we were unable to hold the round table discussion.

Since there will not be time to do this prior to the release of the Program Improvement Project RFP, attached to this memorandum is the results of the survey from September. You are encouraged to visit the existing Transition to Postsecondary Education programs listed. The results of the survey indicated that there were 8 programs that have a formal transition program, 2 programs that have an informal transition program, and 15 programs that were interested in developing a transition program. You can find information on this topic on the web. Here is one link you may find useful. <http://www.collegetransition.org> Some key questions you may wish to discuss with your colleagues might be: How did you get started? What would be your advice for those looking to begin a program? What have been your successes? For questions contact, Gail Brooks-Lemkin at (860) 807-2121 or [gail.brooks-lemkin@po.state.ct.us](mailto:gail.brooks-lemkin@po.state.ct.us)

**3. Allowable Use of Federal Funds** - The U.S. Department of Education has received various links and web postings from organizations that are supported with federal funds and that are related to legislative activities--activities that may be interpreted as urging people to advocate for various legislative proposals related to reauthorization and appropriations.

Please be advised that it is unallowable to conduct these activities on sites that are supported with federal funds, or in programs that are federally funded. All program related Web pages must be checked to be sure that legislative activities are not being conducted with federal funds.

cc: Adult Education Unit  
ATDN Trainers  
Kathy Hanaway

**TRANSITION TO POST SECONDARY EDUCATION\***

<b>ADULT EDUCATION PROGRAM</b>	<b>CONTACT</b>	<b>FORMAL</b>	<b>INFORMAL</b>	<b>POST SECONDARY INSTITUTION</b>
<b>Eastconn</b>	<b>Mary Shinoski</b> 860-455-0707 mshinoski@eastconn.org		<b>X</b>	<b>Quinnebaug Valley Community College</b>
<b>Enfield</b>	<b>Kathy Chapdelaine</b> 860-763-7033 kchapdelaine@enfieldschools.org		<b>X</b>	
<b>Foothills</b>	<b>Tony Sebastiano/Judy Saverine</b> 860-567-0863 tonys@educationconnection.org saverine@educationconnection.org	<b>X</b>		<b>Northwestern CT Community College</b> <b>Naugatuck Valley Community College</b>
<b>Hamden</b>	<b>Ellen Thompson</b> 203-407-2028 ellen.thompson@hs.hamden.org	<b>X</b>		<b>Gateway Community College</b>
<b>Middletown</b>	<b>Marc Pottish</b> 860-343-3868 mpottish@middletown-adulted.org	<b>X</b>		<b>Middlesex Community College</b>
<b>*New Haven</b>	<b>James Boger</b> 203-946-5884 james.boger@new-haven.k12.ct.us	<b>X</b>		<b>Gateway Community College</b>
<b>New Milford</b>	<b>John Lee</b> 860-350-6647 X1350 Leej@new-milford.k12.ct.us	<b>X</b>		<b>Naugatuck Valley Community College</b> <b>Western CT. State College</b>
<b>Norwich</b>	<b>Mary Berry</b> 860-823-4299 mcberry@99main.com	<b>X</b>		<b>Three Rivers Community College</b>
<b>*Vernon</b>	<b>Richard Tariff</b> 860-870-6048 richard.tariff@ci.vernon.ct.us	<b>X</b>		<b>Manchester Community College</b>
<b>*Wallingford</b>	<b>Jean Mantzaris</b> 203-269-3670 jmantzaris@wallingford.k12.ct.us	<b>X</b>		<b>Middlesex Community College</b> <b>Gateway Community College</b>

**\*Nellie Mae Foundation**

**NO TRANSITION PROGRAM – INTERESTED IN DEVELOPING ONE**

**APT Foundation/DAYTOP**

**Branford/ERACE**

**Bristol**

**Danbury/WERACE**

**East Hartford**

**Greenwich**

**LVA-CT River East**

**LVA-Eastern CT**

**Meriden**

**New Britain**

**Read to Succeed**

**Stamford**

**Stratford**

**Windsor Locks**

**Northwestern CT Community College**

**NOT INTERESTED IN DEVELOPING A PROGRAM AT THIS TIME**

**Cheshire**

**CT Renaissance**

**Farmington**

**Milford**

**New London**

**North Haven**

**Trumbull**

**\*Data take from survey distributed at September 26, 2003 Policy Forum**